



## VACANCY ANNOUNCEMENT

July 14, 2010

### **Assistant Audit Administrator**

The Kansas Secretary of State's office is hiring an Assistant Audit Administrator to serve in our Administration division. This position will be responsible for conducting cemetery and prearranged funeral audits, maintaining a database of audit administration activities and document filing system. In addition, this position will help plan, organize, direct and conduct Public Key Infrastructure (PKI) audit activities. Some travel will be required – approximately 6-12 nights per year.

#### Work Examples

- Conduct in-house and on-site audits on cemetery permanent maintenance funds, pre-need merchandise funds, service trust funds, and prearranged funeral agreements
- Prepare audit reports
- Maintain audit documentation and database of audit activities
- Plan and lead examinations involving the internal work processes, records and controls of PKI program participants to determine compliance with PKI laws, regulations, policies and agreements
- Responsible for conducting all clerical functions associated with audit activities including but not limited to: data entry, filing and copy work, monitoring legislative hearings, taking meeting minutes, and securing travel arrangements

#### Job Requirements

- Bachelor's degree (Finance or Business major preferred but not required)
- In-state travel (approximately 6-12 nights per year)

#### Preferred Skills

- Outstanding communication skills (written and oral)
- Well-developed listening skills
- Outstanding organizational skills
- Competent and confident in abilities
- Willingness to initiate, follow through, and work issues from inception to completion
- Determined nature and enjoy solving complex problems

### Salary

Starting salary for this position is: \$15.75/hr (\$32,760.00/yr)

### Application Deadline

The deadline to submit all application materials is **9:00 am, Monday, July 26, 2010.**

### Application Requirements (2)

- Resume – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.
- [Kansas Secretary of State Employment Application](#) – To complete an application online, or to obtain a copy for mail, fax, e-mail or hand delivery, visit us online at [www.kssos.org](http://www.kssos.org).

### Application Process

An interview team from the Secretary of State's office will review applications. The interview team will select an interview group. Interviews will be conducted by a panel and performance-based questions may be used. The hiring decision will be based on a combination of criteria including but not limited to: resume, application, interview, experience, work history, and reference checks.

### Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

### Contact Information

For information regarding your application or the application process please contact Mike Brassel.

Phone: (785) 291-3603  
Fax: (785) 368-8032  
E-mail: [hr@kssos.org](mailto:hr@kssos.org)  
Web: <http://www.kssos.org>  
Mailing Address: Kansas Secretary of State  
Memorial Hall, Room 140  
Attn: Mike Brassel  
120 SW 10th Ave  
Topeka, KS 66612-1594